I. Legal Principles

Certain legal norms have to be observed concerning the awarding of public contracts and the procurement process. The following are the most important regulations affecting procurement at the TU Berlin:

- **Landeshaushaltsgesetz (LHO)** – Berlin state budget code - including Ausführungsvorschriften zur Landeshaushaltsgesetz Berlin (AV LHO) – implementation regulations
- **Vergabe- und Vertragsordnung für Leistungen (VOL)** – public contract code- consisting of part A for the procedure prior to the awarding of the contract and part B (subsequent to the awarding of the contract.) The public procurement law for construction services is regulated in the Vergabe- und Vertragsordnung für Bauleistungen (VOB) – German construction contract procedure - and not in the VOL
- **Vergabeverordnung (VgV)** – regulation on the awarding of public contracts
- **Haushaltstechnische Richtlinien (HtR)** – budget guidelines
- **Berliner Ausschreibungs- und Vergabegesetz (BerlAVG)** – Berlin public tender and procurement act
- **Berliner Korruptionsregistergesetz (KRG)** - Berlin corruption register
- **Verwaltungsvorschrift Beschaffung und Umwelt (VwVBU)** - The administrative regulation for procurement and the environment for supply, construction and services
- **Frauentörderverordnung (FFV)** – regulation for the advancement of women

According to Section 55 (1) of the LHO (Berlin state budget code), a number of obligations regarding tendering have to be fulfilled (Verpflichtung zur Ausschreibung) before a contract for supplies and services can be concluded. It is therein stated that all planned procurements are to be put out to tender. Section 3 of the VOL/A (public contract code), however, describes three different models for awarding contracts (as well as conditions under which exceptions apply), depending on the type and value of procurement, whereby different regulations concerning the awarding of contracts must be complied with. Reasons for all decisions made are to be officially recorded!

**The Berlin Public Tender and Procurement Act**
The Berlin public tender and procurement act (**Berliner Ausschreibungs- und Vergabegesetz - BerlAVG**) is to be complied with when awarding contracts for supplies and services (as well as for construction contracts). It regulates the requirements or minimum standards to be complied with by a contractor concerning minimum pay and compliance with tariffs, sustainable procurement, observing core ILO working standards as well as the advancement of women and the compatibility of working and family life. Contractors are obliged, by means of a standardized self-declaration to be submitted along with the contract documents, to declare their compliance with these requirements and minimum standards. Forms can be obtained via the contract registry of the state of Berlin ([http://www.berlin.de/vergabeservice/vergabeleitfaden/formulare/](http://www.berlin.de/vergabeservice/vergabeleitfaden/formulare/)).

Note: All extant English-language declarations can be accessed via the homepage of the contract registry of Department IV. [Homepage der Vergabestelle der TU Berlin](http://www.haushalt.tu-berlin.de/fileadmin/abt3/IVH/E_Vergabe/Vordrucke/Der_Weg_einer_Beschaffung_Stand_Mai_2017.pdf)

**Corruption Register / Central Trade Register**
Furthermore, before awarding a contract, contracting entities in Berlin are required, in
accordance with the Korruptionsregistergesetz - KRG (corruption register act), for all types of public contracts with a contract value of EUR 15,000 gross and above, to consult the corruption register maintained by the Senatsverwaltung für Stadtentwicklung und Umwelt (Senate Department for Urban Development and the Environment) for any acts of corruption therein recorded, as well as other infringements concerning legal dealings or business activities (particularly related to illicit employment, tax non-compliance, anti-competitive dealings and other infringements which impede free competition).

As restricting searches and enquiries to juristic persons only is generally of very limited value, particularly when positions of active responsibility have been re-assumed in business, entries in the register are made by natural person and searches concerning entries for corruption etc. should, accordingly, also focus on natural persons. This requires the unequivocal identification of the legal representative as well as, in the case of partnerships, of the executive partner, and is only possible if the awarding entity has access to data, in other words surnames, first names, date of birth and place of birth (cf. Section 5 (1) KRG). The requisite data has to be provided to the awarding entity in accordance with the pledge made in the self-declaration. (Self-declaration on enquiry concerning the corruption register and central trade register form available from Eigenerklärung Korruptions- und Gewerbezentralregister).

For contract values of EUR 30,000 and above, the public contracting entity is moreover required, in accordance with Section 21(4) of the Arbeitnehmerentsendegesetz - AEntG (posted workers act) and Section 16 (4) of the Mindestarbeitsbedingungengesetz (minimum working conditions act), to obtain a disclosure from the central trade register, in accordance with Section 150a of the Gewerbeordnung (trade regulations act), concerning the prospective contractor before the final awarding of the contract. The necessary data for this purpose is to be provided by the tenderer in the above-mentioned self-declaration. (Self-declaration on enquiry concerning the corruption register and central trade register form available from Eigenerklärung Korruptions- und Gewerbezentralregister).

Administrative Regulation for Procurement and the Environment
The administrative regulation for procurement and the environment (Verwaltungsvorschrift Beschaffung und Umwelt-VwVBU) applies to the awarding of all supply, construction and service contracts with a contract value of EUR 10,000 or more net. A feasible working basis is to be established to ensure a sustainable procurement in which not only the financial interests of the awarding entity are taken into account, but where also ecological considerations are given consideration. Before the procurement of products, preliminary considerations should be made regarding a range of issues such as, for example, different subjects of agreement (such as different drive systems or vehicle sizes), different types of contract (purchase/lease), different technical concepts or products (such as inkjet printers or laser printers).

Similarly, during the succeeding tendering process, when evaluating tenders, life cycle costs (future costs incurred during the operating life of the product) should be taken into account, such as in the case of vehicles, or electrically-powered items such as cooling devices or monitors. For numerous products there are, additionally, specific documents (Leistungsblätter) specifying environmental requirements to be complied with. These documents as well as tables for calculating life cycle costs can be accessed via http://www.stadtentwicklung.berlin.de/sen/uvk/service/gesetzestexte/de/beschaffung/

Regulation for the Advancement of Women
In the first line, when concluding contracts for supplies and services with a contract value of at least EUR 25,000 gross, or in the case of construction contracts with a contract value of at least EUR 200,000 gross, the obligations of the contractors must be stipulated in the respective contracts to ensure that measures concerning the advancement of women and the promotion of the compatibility of career and family are implemented within a business, and that current laws concerning the Gleichbehandlungsrecht (sex discrimination act) are complied with. The notification of tender for contracts for which the advancement of women applies, must include the following text: "In accordance with the Frauenförderverordnung - FFV (regulation for the advancement of women) the tenderer must include an appropriate declaration to be included with the documents submitted with the tender. Tenders which fail to include a declaration, or
where the declaration is incomplete or insufficient, in accordance with Section 1(2) FFV, will not be considered." Moreover for supply and service contracts the documents submitted with the tender must include self-declaration Wirt 359 (Formular vom Vergabeservice Berlin).

As a reporting obligation to the Berlin State Department for Economics, Technology and Women applies, for procurements of EUR 10,000 and above the TU internal form for data collection concerning the advancement of women (Datenerhebungsbogen zur Frauenförderung) must be submitted with the statistical declaration and check note.
II. Awarding Contracts

1. Europe-wide tendering
For contracts with a value over EUR 221.000 (without VAT) a Europe-wide tendering process (open procedure) is required. For the process of awarding contracts within the EU, special provisions apply. For more details concerning these provisions within the EU, please refer to the VgV (regulation on the awarding of public contracts) - formerly VOL/A – EG.

For questions regarding procedures, as well as for guidance on the tendering process, please contact submissions in Department IV – Building and Service Management (mailto:vergabestelle@tu-berlin.de).

2. Open Tendering
For an open tendering, an unrestricted number of businesses are requested to submit a tender. The procedure regarding open tendering is regulated in Sections 12-20 of the VOL/A. These regulations must be strictly adhered to.

The offer to tender is made public via the electronic notification platform for the state of Berlin (www.berlin.de/vergabeplattform). An appropriate deadline should be set for submitting tenders and thereafter the witnessed opening of the tenders commences. No tenders submitted are to be opened until the date set for the opening of the tenders. A form (Wirt 351) is to be completed detailing the opening of the tenders, their verification and evaluation and the intended awarding of the contract. This session is not open to the public.

Procurement and development projects for sums in excess of EUR 250.000 (or EUR 100.000 in the case of vehicles) are, in accordance with Nr. 15.8 HtR (budget guidelines) to be recorded in the budget as a single title. An application is to be submitted to III A2/21 in this respect.

Major instrumentation
Should the contract value exceed EUR 200.000 (for major instrumentation the costs of the individual items of equipment plus fixtures), the procurement application must be submitted as for “joint task large-scale facilities for scientific research, including major instrumentation, of supra-regional significance, in accordance with article 91b paragraph 1 no. 3 of the constitution” or in the case of the continued use of extant university facilities according to Article 143c of the constitution. Further information regarding possible procedural options for applications can be obtained from Finance. It should be noted that, irrespective of the application method chosen, procurement may only take place after the clearance of the approved application by the Senate Administration. After the application has been assessed by the TU Berlin, the application papers are to be forwarded to the Senatsverwaltung für Bildung, Jugend und Wissenschaft (Berlin State Department for Education, Youth and Science). The decision regarding the acceptance of the project into the joint funding program is to be taken by the planning board of the state on the basis of a report from the Deutsche Forschungsgemeinschaft (German Research Foundation).

3. Restricted tendering
In the case of restricted tendering, in contrast to open tendering and open procedures, only a limited number of businesses are called upon to submit their tenders in writing.
The procedure for a restricted tendering is similar, from a legal point of view, to an open tendering (the regulations of Sections 12-20 VOL/A also apply here) with the exception of the obligation to publish the contract notice; instead businesses will either be called upon, by means of the publication of the contract notice, to participate in a restricted tendering process (restricted tendering with a call for competition) or will be approached directly by the TU Berlin to submit a tender (restricted tendering without a call for competition). Restricted tendering is permissible if the total value of the procurement is under EUR 100,000 (without VAT). (Nr. 7.1.1.1 Implementation Regulation Section 55 LHO in connection with the circular WiTechForsch II G Nr. 1/2015 concerning the adjusting of value limits).

The following procedure applies for a restricted tendering at the TU Berlin: A minimum of six businesses must be called upon to submit a tender in writing. Tenderers are provided with the contract award documents together with a proposal submittal letter (Section 12 (3 b and c) VOL/A. Here, too, an appropriate deadline is to be set for the submission of tenders, upon expiry of which a witnessed opening of the tenders will take place. All tenders submitted are to remain unopened until this point. A form (Wirt 351) is to be completed detailing the opening of the tenders. This session is not open to the public.

Once the deadline for submitting tenders has expired, all tenders received will be assessed and a decision will be taken concerning the awarding of the contract. Tenders submitted after the deadline will not be considered.

Only in specific circumstances, such as when there is a very limited number of businesses offering a service in the market, when there is a need for confidentiality and secrecy, or as a result of an open tendering which failed to find a suitable contractor, is it possible to operate a restricted tendering in place of an open tendering. Further details can be found in Section 3 (3 & 4) of the VOL/A.

4. Direct award contracts

Should the contract value of the tender be below EUR 10,000 (without VAT), a direct award contract is possible (Nr. 7.1.2.1 Implementation Regulation Sections 55 LHO in connection with the circular WiTechForsch II G Nr. 1/2015 concerning the adjusting of value limits). In this procedure contracts are awarded without the formal tendering process. Nevertheless, even for a direct award contract, at least three written tenders have to be obtained from three different service providers for the purposes of comparing tenders. If the choice for direct award contract is based on there only being one suitable service provider (e.g. Section 3 subsection 5 b-e o. j; s.u.), then a single tender suffices.

For sums of EUR 500 or less (without VAT) a comparison of prices, for example via prices published in catalogues or on the Internet, is sufficient and there is no requirement to obtain individual written tenders. (Nr.7.4 Implementation Regulation Section 55 LHO). Verbal or telephone enquiries, however, do not suffice.

A direct award contract for contract values exceeding EUR 10,000 (without VAT) is only possible, in accordance with Section 3 (5) VOL/A if

a) in the case of a suspended open or restricted tendering, repeating the tendering process is unlikely to result in a positive financial outcome,

b) contracts need to be awarded for reasonable amounts and for reasonable periods of time on conclusion of development services, to those businesses involved in the development work,

c) the contract is intended for the supply of goods or provision of services for the completion of scientific-technical specialist projects in the areas of research, development and analysis but not for the purposes of the maintenance of the general ongoing operations or infrastructure of a department of the contracting party,

d) the contract is for smaller repeat orders following on from an existing contract, where a higher price is not anticipated than for the original service, and where the repeat order does not exceed more than 20 percent of the value of the original order,
e) replacement parts or accessories for machines and instruments need to be procured from the original provider and these parts cannot be obtained from another supplier in adequate quality or under economic conditions,
f) necessitated by reasons of confidentiality or secrecy,
g) the service is particularly urgently required for reasons which could not have been foreseen by the awarding entity and which are not attributable to the actions of the awarding entity,
h) the service to be provided cannot be described with sufficient clarity or detail to permit tenders adequate for the purposes of comparison,
i) permitted by implementary regulations from a minister of the federal government or a state minister up to a specific maximum value,
j) contracts are to be awarded exclusively to sheltered workshops,
k) contracts are to be awarded exclusively to correctional facilities,
l) for particular reasons only one business can be considered for the fulfillment of a service.

As an exception, the following applies in accordance with Section 3 (5c) VOL/A:

As part of the German federal government’s regulations regarding scientific freedom of initiative (from 30 July 2008), which define the foundations for greater autonomy and flexibility for non-university research, it was decided to permit a relaxing of procurement measures for non-university institutes (for example Frauenhofer Institute, Max-Planck Institute, Helmholtz Centers, DFG). This was subsequently codified in Section 3 (5) of the VOL/A under the newly-introduced letter c.

The regulation whereby contracts for services for the purposes of conducting in-house research, development and analysis projects, and where the value is below the threshold, may be awarded by direct contract is closely connected to former Section 3 EG (4) letter b) and is intended for the supply of goods manufactured for the purposes of research, experiments, analyses, development or improvement (but does not apply to batch production). The services provided have to be for the direct purpose of research or development, require a justification and may not be a standard product serving as a supplementary support to development-related activities or experiments. This does not apply to any general procurement procedures (such as for the maintenance of day-to-day operations or for infrastructural purposes)!!

This regulation within the VOL / A applies by virtue of the generality of the VOL to all other users who do not constitute part of the focus of research facilities as defined above but who must, however, also meet the strict definitions for a legitimate use. Your claim to use an appropriately simplified procedure must be explained in detail.

The awarding of supply or service contracts cannot be split in order to avoid open or restricted tendering.

Choosing a tenderer and placing an order

Contracts for supplies and services should only be concluded with efficient, reliable and competent suppliers whether for restricted tendering or for direct award contracts. The business and supplier directory for public contracts of the ULV (the Senate Department for Urban Development and the Environment) lists businesses which are deemed to be efficient, reliable and competent, as well as law-abiding according to section 6 of the VOB/A (German construction contract procedures) and section 6 of the VOL/A (German public contract code) as well as section 97 of the Gesetz gegen Wettbewerbsbeschränkungen-GWB (act against restraint of competition). It facilitates the awarding of public contracts for public awarding entities as well as contractors. Inclusion in the directory means that the requisite, non-order specific, itemized proofs concerning efficiency, competence and reliability required by the public awarding entity for the purposes of awarding a contract are deemed to have been provided. Should a business not be registered in the directory, the requisite self-declaration has to be submitted along with each order or contract. It should be noted that not all self-
declarations which may be required are necessarily deemed as having been provided by inclusion in the ULV directory. For example, the self-declaration concerning the advancement of women is as yet not covered by inclusion in the directory. Which self-declarations are required are provided in the table at the end of this text organized according to the value of the contract. The checking of the efficiency, reliability and competence of a potential tenderer is to be done by the entity inviting the tenders before the request for quotation. Ascertaining the efficiency of a business, also includes evaluating the ability of the tenderer to meet required capacity during the planned period of performance.

Tendering, the collecting of tenders for the purposes of making a comparison and self-declarations are not required for articles procured which constitute part of a framework contract with the TU Berlin, as such contracts have previously been established on the basis of a tendering process. More detailed information concerning procurement can be accessed via IV D-Vertragsmanagement or via tubIT.

To conclude the decision process concerning procurements a check note or Angebotsprüfvermerk (Angebotsprüfvermerk) for tenders has to be completed, providing a transparent and clear justification for the choice of contractor. Should the reasons for choice of procedure as stated in the VOL/A indicate the need for an open or restricted tendering but instead of which a restricted tendering or direct award contract procedure is selected, then this anomaly must be thoroughly justified here or by means of an application. All other divergences from standard proceedings, such as the absence of tenders for comparison (for example in the case of late submission, or there only being one contractor in the market) have to be recorded and justified. Independent of this, however, and in accordance with Section 20 VOL/A the entire procurement process must be documented in the relevant contract registry/relevant procurement registry from the very outset in such a way that the individual steps in the process, the individual measures as well as the justifications for the individual decisions taken, are properly recorded.

Before the placing of an order, the payment terms of the supplier should be verified as the TU Berlin, in principle, does not make up-front payment. Only in very rare cases is an agreement to make partial prepayment permissible (Section 56 LHO). For further information, please refer to V III A 2/21.

If the contract value exceeds EUR 150 (gross), a written placement of order is required in accordance with Nr. 10.1 AV section 55 LHO. Only TU numbered order forms may be used for this purpose. Signing in the field Bescheinigung der Bedarfsstelle on the second copy of the order form confirms the accuracy of the information and the justification for the order.

Order forms for procurements of consumptive goods can be signed for a person with power of representation (authorization to order) within the relevant institute (strictly up to a value of EUR 5,000 (gross)) or by the faculty administration.

Authorizations to order are personalized and are only transferable by means of an application using the appropriate form (Direct Access 50816).

For a procurement of capital goods or for contract values in excess of EUR 10,000 gross, the order form and fully completed and signed Angebotsprüfvermerk or check list or alternatively a written report together with all tenders submitted, including self-declarations and, when applicable, further documents justifying the choice of tenderer, are to be sent to III A2/21 for financing from budgets via IV H 3 and directly to V C OR V E (for EU projects) for financing through third-party funds for approval and signing.

For the procurement of goods which are part of an investment-related general measure and whose contract value is below EUR 5,000 (gross) please note that on the second (green) copy of the order form the comment “Constitutes part of an indivisible investment general measure Name of the Measure with a total financial value of EUR….” is added.

After the order form has been signed and the creation of a booking commitment by section III B, the order form, including all submitted documents is to be passed to the chair so that the order can be activated.
Additionally, in accordance with Section 19 (1) VOL/A, all tenderers who were not selected are to be informed, as soon as possible and at the latest within 15 days, of the reasons as to why their tender was not successful, the name of the successful tenderer as well as the main strengths and advantages of the successful tender.

Furthermore, for restricted tendering and direct contract awards with a contract value of EUR 25,000 (without VAT) and above, which have been conducted without a preceding call for competition, it is necessary to provide information concerning the measures which have been taken, in accordance with the requirements of Section 19 (2) VOL/A. The call to tendering is for a period of three months and is to be organized centrally through IV H3.

Tendering documents are to be retained for 6 years in accordance with the LHO.

For further information and questions concerning specific cases, please contact IV H - IV H 3 - Herr Fritzsche (Ext.: 23539).

III. Sources

Forms

- Check notes (Angebotsprüfvermerk), data collection forms concerning the advancement of women (Datenerhebungsbogen zur Frauenförderung) as well as the self-declaration on enquiry concerning the corruption register and central trade register are TU forms and are available via the Homepage of Department IV contract registry, Homepage der Vergabestelle der TU Berlin.
- General VOL forms from the contract registry for the state of Berlin such as notifications, requests for quotations, memoranda, self-declarations etc.
- http://www.berlin.de/vergabeservice/vergabeleitfaden/formulare/
- All extant English-language declarations are available from the homepage of the Department IV contract registry. Homepage der Vergabestelle der TU Berlin.
- Order forms – only available as carbonless copy paper forms from: III B - Wirtschafts- und Rechnungsstelle (Room H8107) or from the faculty service center

- HBFG applications
  Application forms available from Finance
**Procurement** with a contract value (without VAT) including additional costs

- **über 100.000 €**
  - Öffentliche Ausschreibung
  - Tendering with all formalities (publication, opening procedure with minutes etc.)
  - For assistance contact submission dept. IVH31.
- **€ 10.001 - € 100.000 €**
  - Restricted tendering
  - Request to submit a written tender from at least six separate companies
- **Up to € 10.000**
  - Direct award contract
  - A minimum of three written tenders
  - (Under € 500 informal price comparison)

- **Comparison of tenders and selection of, when viewed overall, the most favorable offer**

- **Completion of a check note or Angebotsprüfvermerk**

- **Written placement of order** using a numbered TU internal order form

- **Signature in the field „Bescheinigung der Bedarfsstelle“ (2nd page of the order form) des Bestellscheins**

- **Signing of the order form upon submission of the offers and reasons for selection**

- **Procurements up to € 10.000 (gross)**
  - Up to € 5.000
  - FFG/Institute
  - To the value of the purchasing authority
- **Procurements over €10.000 (gross)**
  - Vergaberechtliche Prüfung IV H 3
  - Budgetary funds: to III A 2/21
  - Third-party funding: to Department V (V C / V E)

**Procurements up to € 10.000 (gross)**

- Up to € 5.000
  - FFG/Institute
  - To the value of the purchasing authority

**Procurements over €10.000 (gross)**

- Vergaberechtliche Prüfung IV H 3
  - Budgetary funds: to III A 2/21
  - Third-party funding: to Department V (V C / V E)
| Overview of contract values / threshold values as well as legal guidelines for requisite declarations for the awarding of supply and service contracts (without VAT – net values) |
|-------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| **Type of award (tendering/enquiry)**            | Up to € 500     | from € 500 to € 10.000 | from € 10.000 to €100.000 | from €10.000 to €221.000 |
| Direct award contract – informal price comparison | x               |                 |                |                   |
| Direct award contract – request for at least three tenders | x               |                 |                |                   |
| Restricted tendering with open competition publication of call to tender via www.berlin.de/vergabeservice und www.bund.de or at least 6 tenders | x               |                 |                |                   |
| Open tendering publication of the call to tender via www.berlin.de/vergabeplattform/ and www.bund.de | x |                 |                |                   |
| **Compulsory requirements / Declarations of eligibility** | To be supplied by the business | To be completed by the contract registry | Legal basis | Vordruck unter Vergabeservice des Landes Berlin |
| Self-declaration – proof of eligibility (efficiency, reliability, competence) | x | Section 6 VOL/A Section 7 VOL/A | Wirt 321 | x | x | x | x |
| Self-declaration concerning compliance with tariffs and minimum salary | x | Section 1 BerlAVG | Wirt 322 | x | x | x | x |
| **Self-declaration** concerning compliance with core ILO labor standards | x | Section 8 BerlAVG | Wirt 326 | x | x | x | x |
### Overview of contract values / threshold values as well as legal guidelines for requisite declarations for the awarding of supply and service contracts

(Without VAT – net values)

<table>
<thead>
<tr>
<th>Declaration concerning measures for the advancement of women</th>
<th>To € 500</th>
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<th>€ 10.000 to € 100.000</th>
<th>€ 100.000 to € 221.000</th>
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<td>Abfrage von Korrupptionsregistereinträgen durch die Vergabestelle mittels Angaben des Unternehmens auf Eigenerklärung Korrupotions- und Gewerbezentralseinr</td>
<td>x (Self-declaration) x consult register x x x</td>
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<td>Abfrage Gewerbezentralseinr durch die Vergabestelle mittels Angaben des Unternehmens auf Eigenerklärung Korrupotions- und Gewerbezentralseinr</td>
<td>x (Self-declaration) x consult register x x x</td>
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<td>Sustainable procurement - obligation to include ecological criteria in the description of services and evaluation of tenders x Section 7 BerlAVG VwVBU x x x</td>
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<td>Proof of preference of companies offering trainee programs (proof from the company in the form of a certificate issued by the office responsible for the professional training) x Section 10 BerlAVG x x x</td>
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<td>Information obligation</td>
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<td>Section 19 (2) VOL/A (&gt;= €25.000) x</td>
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<td>Notice of award on Internet portals and relevant Internet sites</td>
<td>Notice of award in the Official Gazette of the European Community</td>
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All values are net values unless otherwise specified

**Über 10.000 € - Above € 10.000**
Öffentliche Ausschreibung - Open tendering
Vergaberechtliche prüfung - Examination according to procurement legislation

Datenerhebungsbogen zur Frauenförderung für eine von der TU abzugebende Statistikmeldung als Anlage zum Angebotsprüfvermerk
Data collection form regarding the advancement of women for a TU Berlin statistical declaration as an annex to the verification certificate (Angebotsprüfvermerk)

Abfrage von Korruptionsregistereinträgen durch die Vergabestelle mittels Angaben des Unternehmens auf Eigenerklärung Korruptions- und Gewerbezentralregister
Request for entry from the corruption register by the awarding entity using details provided by the company in its self-declaration regarding the Corruption Register and Central Trade Register

Abfrage Gewerbezentralregister durch die Vergabestelle mittels Angaben des Unternehmens auf Eigenerklärung Korruptions- und Gewerbezentralregister
Request for entry from the Central Trade Register by the awarding entity using details provided by the company in its self-declaration regarding the Corruption Register and Central Trade Register

Vordruck unter Vergabeservice des Landes Berlin
Forms available from the contract registry for the state of Berlin (Vergabeservice des Landes Berlin)

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